

## HOPE VI REVITALIZATION APPLICATION TABLE OF CONTENTS

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HOPE VI WEBSITE:  
[www.hud.gov/hopevi](http://www.hud.gov/hopevi)

The public reporting burden for this collection of information for the HOPE VI Revitalization Program is estimated to average 190 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information and preparing the application package for submission to HUD.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, Paperwork Reduction Project, to the Office of Information Technology, US. Department of Housing and Urban Development, Washington, DC 20410-3600. When providing comments, please refer to OMB Approval No. 2577-0208. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

The information submitted in response to the Notice of Funding Availability for the HOPE VI Program is subject to the disclosure requirements of the Department of Housing and Urban Development Reform Act of 1989 (Public Law 101-235, approved December 15, 1989, 42 U.S.C. 3545).

Warning: HUD will prosecute false claims and statements. Conviction may result in the imposition of criminal and civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

HUD Form 52860

## FY 2002 HOPE VI REVITALIZATION APPLICATION

### CHANGES IN THE FY 2002 HOPE VI REVITALIZATION NOFA

#### READINESS

- A new rating factor emphasizes project readiness, with maximum points awarded if relocation is complete, the site has been cleared, and other preliminary activities completed.
- Each applicant must have procured a developer by the time the application is submitted, or certify that it will act as its own developer.
- If tax credits are to be used, they must be allocated up front by the issuing agency.
- Each application must certify that it has completed a HOPE VI Relocation Plan, rather than providing only a general description of how the applicant intends to carry out relocation.
- Timelines/Project Schedules will be required to be submitted with applications.
- Required matching funds must be committed up front.
- The number of thresholds has been increased, and applications will not be rated if they fail a threshold.
- Timeliness requirements have been shortened so that activities proceed more quickly.

#### ACCOUNTABILITY

- Applicants with existing HOPE VI Revitalization grants must meet thresholds relating to the progress of those grants in order to be funded for another grant.
- Existing HOPE VI Grantees will be rated on the progress of their grants and the percentage of grant funds obligated.

#### MORE EVEN PLAYING FIELD

- The maximum grant amount has been lowered from \$35 million to \$20 Million in order to fund more grants and make applications from smaller housing authorities more competitive.
- The amount set aside for Demolition grants has been reduced from \$75 Million to \$40 Million.
- Priority Group A, designed to fund Mandatory Conversion projects and projects with 300 units or more, has been eliminated.

- No FY 2002 HOPE VI funds will be used to fund an unsuccessful prior year application due to an appeal.
- Rating points will be spread out to decrease the incidence of tied scores. One point differences will be minimized.

#### OTHER SIGNIFICANT PROPOSED CHANGES

- Replacement of public housing units will be emphasized by awarding maximum points for Revitalization Plans that propose to include at least one third of the replacement units as public housing.
- One point will be awarded to applications that describe a comprehensive plan to implement a Section 3 program that will include resident employment in the revitalization process.

## APPLICATION SUBMISSION INSTRUCTIONS

### A. Application Preparation

The preparation of an approvable HOPE VI Revitalization application is time-consuming and can involve significant costs. Less than one in four of the FY 2001 applicants were funded. You are cautioned that only applications with strong showings of readiness, need, and capacity will be selected.

1. Your application must be complete and you must present all items in a manner which is succinct and clear. Respond to *every requirement and question posed*. Many applicants lose crucial points because they do not adequately respond to a question, because language is unclear, and/or because there are inconsistencies in numbers or data in different parts of the application.
2. If you have not already done so, you are advised to enter into a meaningful planning process with affected residents and the surrounding community to achieve a consensus plan at application submission. Take careful note of the Resident Training Session and Public Meeting requirements in the NOFA. Be sure to advertise and document those meetings carefully. Note that the Resident Training Session and all of the Public Meetings must be held after the NOFA publication date. You will receive additional points under the Readiness rating factor if you conduct additional meetings.
3. Immediately contact public, private, and nonprofit entities, agencies, and organizations from which you plan to obtain letters, materials, or documents. This includes service providers, banks, state housing finance agencies, and other sources of financial assistance.
4. Note the requirement of a certification of severe physical distress by an independent, certified engineer or architect. If you request funds to pay for extraordinary site costs, you will also need to have an independent certified engineer or architect justify and verify those costs.
4. Specific formatting instructions are provided in the NOFA itself, and will be strictly enforced.
5. If you are proposing a mixed-finance project, you should immediately obtain a copy of the Mixed Finance Guidebook by calling the Public Housing Clearinghouse at 800-955-2232. Be sure to ask for the Mixed Finance Guidebook, and not the HOPE VI Grant Implementation Guidebook, which has been replaced by the HOPE VI website.

- B. Application Content and Organization. Provide application materials in the following order:
1. Acknowledgement of Application Receipt (HUD-2993). The very first page of your application is the Acknowledgement of Receipt form. Print or type your name and address inside the box provided. When HUD receives your application, this receipt will be detached from your application and mailed to you to indicate that your application was received. Please rely on this receipt and/or your overnight tracking number to determine whether your application was received. If you would like to have the receipt faxed to you, please include your fax number on the form.
  2. Application for Federal Assistance (SF-424). The CFDA number for the HOPE VI Program is 14.866. This form is included in Part V of this HOPE VI Application Kit. Please note that, because of the detailed financial information contained within a HOPE VI application, you are not required to complete the Funding Matrix or any financial information on the 424.
  3. Application Checklist. This list of Narrative Exhibits, Attachments, and Standard Certifications is designed both to assist you in ensuring that all required elements of an application are included, and to be used as a table of contents for your completed application. After you have completed your application, please enter the page numbers of the Narrative Exhibits and Attachments on this checklist.
  4. The Narrative Exhibits constitute specific aspects of your Revitalization Plan and respond to the rating criteria in the HOPE VI Revitalization NOFA. The Narrative Exhibits make up the first part of the application. All narrative pages must be numbered sequentially and conform to the page number and format requirements of the NOFA.
  5. Attachments must be located behind the Narrative Exhibits. Information in the Attachments may not substitute for information requested in a Narrative Exhibit. Attachments include photographs, maps, illustrations, Application Data Forms, letters committing financial support, etc. Videos and resumes are specifically prohibited. Fill out the Application Data Forms as completely as possible, using best estimates if necessary. Do not fill in fields blocked in gray. Be sure that all numbers and data throughout the Narrative Exhibits and Attachments are consistent.
  6. Standard Certifications must be placed at the end of the application, in the order provided on the Application Checklist.
  7. Page numbers cited in this application kit refer to pages in the formatted version of the FY 2002 HOPE VI Revitalization NOFA that is contained in the HOPE VI Application Kit. This is the same as the version posted to the HOPE VI website ([www.hud.gov/hopevi](http://www.hud.gov/hopevi)). The page numbers do not correlate to the version of the NOFA published in the Federal Register.

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Acknowledgment of Application Receipt (HUD-2993)

Application for Federal Assistance (SF-424)

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A.3	Hazard Reduction	_____
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A.4	Demolition	_____
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A.5	Disposition	_____
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A.6	Site Improvements	_____
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A.7	Site Conditions	_____
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A.8	Separability	_____
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Exhibit B:	CAPACITY
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B.2	Development Capacity of Developer	_____
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Narrative Exhibits		Page Number
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C.2	Impact on the Surrounding Neighborhood	_____
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E.1 Community and Supportive Services

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E.2 Endowment Trust

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Exhibit F: RELOCATION

F.1 Section 8 Needs

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Exhibit G: FAIR HOUSING AND EQUAL OPPORTUNITY

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G.4 Fair Housing

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Narrative Exhibits

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Exhibit H: MIXED INCOME COMMUNITIES

H.1 On Site Housing Unit Mix

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H.2 Off Site Housing

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H.3 Homeownership Housing

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Exhibit I: OVERALL QUALITY OF PLAN

I.1 Appropriateness of Proposal

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I.2 Likelihood of Success

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I.3 Design

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Attachments	Page Number
1: Application Data Form: Cover Sheet	_____
2: Application Data Form: Existing Units, Occupancy, Vacancy	_____
3: Application Data Form: Relocation, Income, and Non-Dwelling Structures_____	_____
4: Application Data Form: Proposed Unit Mix Post-Revitalization	_____
5: Application Data Form: Units, Accessibility, Concentration	_____
6: Application Data Form: Self-Sufficiency	_____
7: Application Data Form: Sources and Uses	_____
8: HOPE VI Budget Form	_____
9: TDC/Grant Limitations Worksheet	_____
10: Extraordinary Site Costs Certification	_____
11: Cost Certification	_____
12: City Map	_____
13: Developer Certification	_____
14: Property Management Certification	_____
15: Administrative and Compliance Checkpoints Report	_____
16: Certification of Physical Distress	_____
17: Photographs of the Severely Distressed Housing	_____
18: Neighborhood Conditions	_____
19: Physical Development Resources	_____
20: CSS Resources	_____
21: Anticipatory Resources	_____
22: Collateral Resources	_____
23: Resident Training and Public Meeting Certification	_____
24: Commitments with CSS Providers	_____

Attachments	Page Number
25: HOPE VI Revitalization Relocation Plan Certification	_____
26: Certification of Completed Relocation	_____
27: Documentation of Site Control for Off-Site Public Housing	_____
28: Documentation of Off-Site Acquisition	_____
29: Site and Neighborhood Standards Certification	_____
30: Preliminary Market Assessment Letter	_____
31: Certification of Zoning Approval	_____
32: Project Readiness Certification	_____
33: Current Site Plan	_____
34: Photographs of Architecture in the Surrounding Community	_____
35: Conceptual Site Plan	_____
36: Conceptual Unit Floor Plans	_____
37: Conceptual Building Elevations	_____
38: Evaluation Commitment Letter(s)	_____
39: HOPE VI Revitalization Application Certifications	_____

Exhibit A: SUMMARY INFORMATION

- A.1 Executive Summary. Provide an Executive Summary, not to exceed three pages. Describe your Revitalization Plan, as clearly and thoroughly as possible. Do not argue for the need for the HOPE VI grant, but explain what you would do if you received a grant. Briefly describe why the targeted project is severely distressed, provide the number of units, and indicate how many of the units are occupied. Describe specific plans for the revitalization of the site. Include income mix, basic features (such as restoration of streets), and any mixed use or nonhousing components. If you are proposing off site replacement housing, provide the number and type of units and describe the off site locations. Describe any homeownership components included in your Plan, including numbers of units. Briefly summarize your plans community and supportive services. Give the amount of HOPE VI funds you are requesting, and list the other resources you will use for your mixed-finance development, briefly indicating the strength of those financial commitments. Identify whether you have procured a developer or whether you will act as your own developer.
- A.2 Physical Plan. Describe your planned physical revitalization activities:
- a. rehabilitation of severely distressed public housing units in accordance with Section V(D) on Page 11 of the NOFA
  - b. development of public housing replacement rental housing, both on-site and off-site, in accordance with Section V(E) on Page 11 of the NOFA
- Indicate whether you plan to use PATH technologies in the construction of replacement housing, in accordance with Section XIX(E)(3) on Page 81 of the NOFA.
- c. market rate housing units
  - d. units to be finance with low-income housing tax credits
  - e. replacement homeownership assistance for displaced public housing residents or other public housing-eligible low-income families, in accordance with Section V(F) on Page 11 of the NOFA. Also describe any market-rate homeownership units planned, sources and uses of funds. Describe the relationship between the HOPE VI activities and costs and the development of homeownership units, both public housing and market rate. If you are selected for funding, you will be required to submit a Homeownership Proposal.
  - f. Rehabilitation or new construction of community facilities primarily intended to facilitate the delivery of community and supportive services for residents of the targeted development and residents of off-site replacement housing. Describe the type and amount of such space and how the facilities will be used in CSS program delivery or other activities.

- g. Land acquisition and infrastructure and site improvements associated with developing economic development facilities, in accordance with Section V(G)(3) on Page 12 of the NOFA. Note that HOPE VI grant funds may not be used to pay hard development costs or to buy equipment for retail or commercial facilities.
- A.3 Hazard Reduction. For units to be rehabilitated or demolished, describe the extent of any required abatement of environmentally hazardous materials such as asbestos.
- A.4 Demolition. Review Section V(B) on Page 10 of the NOFA. Describe your plans for demolition, including the buildings (dwelling and non-dwelling units) proposed to be demolished, the purpose of the demolition, and the use of the site after demolition. If the proposed demolition was previously approved as a Section 18 demolition application, state the date the Section 18 demolition application was submitted to HUD and the date it was approved by HUD. Indicate whether you plan to implement the concept of Deconstruction, as described in Section XIX(E)(2) on Page 81 of the NOFA.
- A.5 Disposition. Review Section V(C) on Page 10 of the NOFA. Describe the extent of any planned disposition of any portion of the site. Cite the number of units or acreage to be disposed, the method of disposition (sale, lease, trade), and the status of any disposition application made to HUD.
- A.6 Site Improvements. Describe any proposed on-site improvements, including infrastructure requirements, changes in streets, etc. Describe all public improvements needed to ensure the viability of the proposed project with a narrative description of the sources of funds available to carry out such improvements.
- A.7 Site Conditions. Describe the conditions of the site to be used for replacement housing. Listing all potential contamination or danger sources (e.g. smells, fire heat, explosion and noise) that might be hazardous or cause discomfort to residents, PHA personnel, or construction workers. List potential danger sources, including commercial and industrial facilities, brownfields and other sites with potentially contaminated soil, commercial airports and military airfields. Note any facilities and/or activities within one mile of the proposed site.
- A.8 Separability.
- Review Section VI(D)(11) on Page 18 of the NOFA, and, if applicable, address the separability of the revitalized building(s).
- A.9 Proximity
- If applicable, describe how two contiguous projects meet the requirements of Section VI(D)(3) on Page 16 of the NOFA, or how a scattered site project meets the requirements of Section VI(D)(4) on Page 17 of the NOFA.

Exhibit B: CAPACITY

- B.1 Obligation of Capital Funds. Only if you are a Moving to Work PHA and are not required to enter your obligations into LOCCS, review Section VII(A)(2) on Page 19 of the NOFA and indicate the percentage of your FY 1998-1999 Capital Funds amounts you have obligated by September 30, 2001.
- B.2 Development Capacity of Developer. Respond to Rating Factor VII(B)(1)(a) on Page 23 of the NOFA.
- B.3 Development Capacity of Applicant. Respond to Rating Factor VII(B)(1)(b) on Page 23 of the NOFA.
- B.4 Capacity of Existing HOPE VI Revitalization Grantees - MTW Only. To determine the obligation rate of existing HOPE VI grants, HUD will use information in LOCCS. Only if you have an existing grant and are a Moving to Work PHA tht is not required to enter your obligations into LOCCS, review Rating Factor VII(B)(2)(b) on Page 25 of the NOFA and indicate the obligation rate of your existing HOPE VI grants as of March 31, 2002.
- B.5 CSS Program Capacity. Respond to Rating Factor VII(B)(3) on Page 27 of the NOFA.
- B.6 Property Management Capacity. Respond to Rating Factor VII(B)(4) on Page 27 of the NOFA.
- B.7 PHA Plan. Respond to Rating Factor VII(B)(5) on Page 29 of the NOFA.

Exhibit C: NEED

- C.1 Severe Physical Distress. Respond to Rating Factor VIII(B)(1) on Page 31 of the NOFA.
- C.2 Impact of the Severely Distressed Site on the Surrounding Neighborhood. Respond to Rating Factor VIII(B)(2) on Page 32 of the NOFA.
- C.3 Obligation of Capital Funds - MTW Only. Only if you are a Moving to Work PHA, review Rating Factor VIII(B)(3) on Page 33 of the NOFA and provide the amount of your unobligated FY 1999-2001 Capital Grant funds as of March 31, 2002.
- C.4 Prior HUD Public Housing Grant Assistance. Review Section VI(B)(2) on Page 15 of the NOFA. If applicable, disclose all prior HUD public housing grant assistance received for the project(s) you have targeted for the physical revitalization related to the proposed revitalization activities. If a portion of the targeted development has been previously funded for revitalization, provide the street addresses of the units assisted.
- C.5 Need for Affordable Housing in the Community. Respond to Rating Factor VIII(B)(4) on Page 34 of the NOFA. To document your analysis of the supply of affordable housing:
- (a) provide the most recently published FMR for a 3 bedroom unit in the community and the area covered of that FMR, and
  - (b) give the name of the newspaper used to determine market rents and the dates of the 30 day analysis. It is recommended, but not required, that an appraiser or other real estate professional perform or verify this analysis. Accuracy of the information provided will be subject to audit, at HUD's discretion.

EXHIBIT D: RESIDENT AND COMMUNITY INVOLVEMENT

- D.1 Resident and Community Involvement. Respond to Rating Factor X(B) on Page 45 of the NOFA.

EXHIBIT E: COMMUNITY AND SUPPORTIVE SERVICES

E.1 Community and Supportive Services. Review Section XI(A) through (C) on Page 46 of the NOFA for information and requirements of CSS programs. Describe your CSS Plan, keeping in mind the elements of Rating Factor XI(D) on Page 51 of the NOFA.

E.2 Endowment Trust.

Review Section XI(A)(3) on Page 46 of the NOFA. If you plan to place CSS funds in an Endowment Trust, state the dollar amount and percentage of the entire grant that you plan to place in the Trust.

EXHIBIT F: RELOCATION

F.1 Section 8 Needs. Review Section XII on Page 52 of the NOFA. State the number of Section 8 certificates that will be required for relocation in this HOPE VI application is approved, both in total and the number needed for FY 2003. Indicate the number of units and the bedroom breakout. As applicable, attach a Section 8 application behind the Standard Certifications section of your application.

F.2 Relocation Plan. Respond to Rating Factor XII(E) on Page 53 of the NOFA.

EXHIBIT G: FAIR HOUSING AND EQUAL OPPORTUNITY

G.1 Accessibility: Respond to Rating Factor XIII(B)(1) on Page 55 of the NOFA.

G.2 Adaptability: Respond to Rating Factor XIII(B)(2) on Page 55 of the NOFA.

G.3 Visitability: Respond to Rating Factor XIII(B)(3) on Page 56 of the NOFA.

G.4 Fair Housing: Respond to Rating Factor XIII(D)(1) on Page 61 of the NOFA.

G.5 Section 3: Respond to Rating Factor XIII(D)(2)(b) on Page 63 of the NOFA.



## EXHIBIT H: MIXED INCOME COMMUNITIES

- H.1 On Site Housing Unit Mix. Respond to Rating Factor XIV(A) on Page 64 of the NOFA.
- H.2 Off Site Housing. Respond to Rating Factor XIV(B) on Page 64 of the NOFA.
- H.3 Homeownership Housing. Respond to Rating Factor XIV(D) on Page 66 of the NOFA.

## EXHIBIT I: OVERALL QUALITY OF PLAN

- I.1 Appropriateness of Proposal. Review Section XV(A) on Page 67 of the NOFA and demonstrate the appropriateness of your proposal in the context of the local housing market relative to other alternatives.
- I.2 Likelihood of Success. Respond to Rating Factor XV(B)(2) on Page 68 of the NOFA.
- I.3 Design. Describe the features of your proposed design and respond to Rating Factor XV(B)(4) on Page 69 of the NOFA.

ATTACHMENTS

- Attachment 1: Application Data Form: Cover Sheet
- Attachment 2: Application Data Form: Existing Units, Occupancy, Vacancy
- Attachment 3: Application Data Form: Relocation, Income, and Non-Dwelling Structures
- Attachment 4: Application Data Form: Proposed Unit Mix Post-Revitalization
- Attachment 5: Application Data Form: Planned Units, Accessibility, Concentration
- Attachment 6: Application Data Form: Self-Sufficiency
- Attachment 7: Application Data Form: Sources and Uses
- Attachment 8: HOPE VI Budget Form. Provide the proposed HOPE VI budget on form HUD-52825-A, parts I and II. This form can be found in this Application Kit and on the FY 2002 Funding Information Page of the HOPE VI web site. Guidance on preparing a HOPE VI budget can be found on the Grant Administration page of the HOPE VI web site.
- Attachment 9: TDC/Grant Limitations Worksheet. Review Section VI(A)-(C) on Page 14 of the NOFA and complete this Total Development Cost/Grant Limitations Worksheet, as provided in this Application Kit. An electronic version of the worksheet in Excel is available on the HOPE VI web site.
- Attachment 10: Extraordinary Site Costs Certification. If you request funds to pay for extraordinary site costs in accordance with Section VI(A)(5)(b) on Page 15 of the NOFA, complete this Attachment 10, as provided in this Application Kit, and submit the required documentation indicated.
- Attachment 11: Cost Certification. Provide a certification of cost estimates in accordance with Section VII(C)(4) on Page 16 of the NOFA. This certification may be in the form of a letter.

Attachment 12: City Map.

Provide a to-scale city map that clearly identify the following in the context of existing city streets, the central business district, other key city sites, and census tracts:

- the existing development;
- replacement neighborhoods, if available;
- off-site properties to be acquired, if any;
- the location of the Federally-designated Empowerment Zone or Enterprise Community (if applicable); and
- other useful information to place the project in the context of the city, county, or municipality and other revitalization activity underway or planned.

If you request funds for more than one project or for scattered site housing, the map must clearly show that the application meets the site and unit requirements of Sections VI(D)(2) and/or (3) on Page 16 of the NOFA. Do not submit a fold-out map. This is the only Attachment that may be submitted on 8-1/2" by 14" paper.

Attachment 13: Developer Certification. In accordance with Section VII(A)(5) on Page 20 of the NOFA, provide a certification that you have either procured a developer in accordance with the requirements set by HUD or that you will act as your own developer. This certification may be in the form of a letter.

Attachment 14: Property Management Certification. Provide a certification that you and/or your selected Property Manager will implement the operation and management principles and policies listed in Section VII(A)(6)(b) on Page 21 of the NOFA. This certification may be in the form of a letter.

Attachment 15: Administrative and Compliance Checkpoints Report. Review Section XIX(B) on Page 78 of the NOFA and provide a Revitalization Schedule, as provided in this Application Kit that clearly indicates that you will adhere to the timeframes indicated.

Attachment 16: Certification of Severe Physical Distress. In accordance with Section VIII(A)(4) on Page 31 of the NOFA, Attachment 16 must be completed by an engineer or architect. This Attachment 16 is provided in this Application Kit. No backup documentation is required for this certification.

- Attachment 17: Photographs of the Severely Distressed Housing. Review Rating Factor VII(B)(1) on Page 22 of the NOFA and submit photographs of the targeted severely distressed public housing that illustrate the extent of physical distress.
- Attachment 18: Neighborhood Conditions. Submit documentation described in Rating Factor VIII(B)(2) on Page 32 of the NOFA. Such documentation may include crime statistics, photographs or renderings, socio-economic data, trends in property values, evidence of property deterioration and abandonment, evidence of underutilization of surrounding properties, and other indications of neighborhood distress and/or disinvestment.
- Attachment 19: Physical Development Resources. In accordance with Rating Factor IX(G)(1) on Page 41 of the NOFA, complete this Attachment 19, as provided in this Application Kit, by entering the dollar value of each resource that will be used for physical development. For each resource entered, you must submit backup documentation behind Attachment 19.
- Attachment 20: CSS Resources. In accordance with Rating Factor IX(G)(2) on Page 41 of the NOFA, complete this Attachment 20, as provided in this Application Kit, by entering the dollar value of all resources that will be used for CSS activities. For each resource entered, submit backup documentation behind Attachment 20.
- Attachment 21: Anticipatory Resources. Complete Attachment 21, as provided in this Application Kit, by entering the dollar value of all anticipatory resources as described in Rating Factor IX(G)(3) on Page 42. For each resource entered, submit backup documentation behind Attachment 21.
- Attachment 22: Collateral Resources. Complete Attachment 22, as provided in this Application Kit, by entering the dollar value of all collateral resources as described in Rating Factor IX(G)(4) on Page 43. For each resource entered, submit backup documentation behind Attachment 22.
- Attachment 23: Resident Training and Public Meeting Certification. Review Section X(A) on Page 44 of the NOFA and complete Attachment 23, as provided in this Application Kit.
- Attachment 24: Commitments with CSS Providers. In accordance with Section XI(D)(3) on Page 51 of the NOFA, provide letters from CSS providers that have made commitments to participate in your CSS activities if you are awarded a HOPE VI Revitalization grant under the NOFA.

- Attachment 25: HOPE VI Revitalization Relocation Plan Certification. In accordance with Section XII(D) on Page 53 of the NOFA, submit a certification that you have completed a HOPE VI Relocation Plan in conformance with the URA. This certification may be in the form of a letter. The HOPE VI Relocation Plan Guide is included in the HOPE VI Revitalization Application Kit and on the HOPE VI web site as a tool to assist you in preparing your Relocation Plan. The HOPE VI Relocation Plan Guide should not be submitted; only the certification should be in the application. This Attachment is not applicable if the targeted project is vacant as of the application due date.
- Attachment 26: Certification of Completed Relocation. If applicable, submit a certification in accordance with Section XII(E)(1) on page 53 of the NOFA and Section XV(B)(3)(a) on Page 68. This certification may be in the form of a letter.
- Attachment 27: Documentation of Site Control for Off-Site Public Housing. If applicable, provide evidence of site control for rental replacement units or land, in accordance with Section XIV(B)(4) on Page 65 of the NOFA. Evidence may consist of an option to purchase the property contingent solely on the award of the HOPE VI grant.
- Attachment 28: Documentation of Off-Site Acquisition. If applicable, provide a copy of a deed(s) documenting that off-site public housing site(s) have been acquired, in accordance with Section XIV(B)(5)(a) on Page 65 of the NOFA.
- Attachment 29: Site and Neighborhood Standards/Environmental Certification. If applicable, provide a certification that the site(s) acquired for off-site public housing meet environmental and site and neighborhood standards, as provided in Section XIV(B)(5)(b) on Page 65 of the NOFA. This certification may be in the form of a letter.
- Attachment 30: Preliminary Market Assessment Letter. In accordance with Section XIV(C) on Page 65 of the NOFA, if you include market rate housing, in your Revitalization Plan, you must demonstrate that there is a demand for the housing units of the type, number, and size proposed in the location you have chosen. In your application you must provide a preliminary market assessment letter prepared by an independent, third party, credentialed market resource firm or professional that describes its assessment of the market for the proposed residential market rate units, and any community facilities, economic development, and retail structures.
- Attachment 31: Certification of Zoning Approval. In accordance with Section XIV(E) on Page 66 of the NOFA, provide a certification from the appropriate local official documenting that all required zoning approvals have been secured, both for on-site and off-site housing and other proposed uses, or that the request for such approval(s) are on the agenda for the next meeting of the appropriate zoning authority. This certification may be in the form of a letter.

- Attachment 32: Project Readiness Certification. Complete Attachment 32, as provided in this Application Kit, by indicating which of the items in Rating Factor XV(B)(3) on Page 68 of the NOFA have been completed.
- Attachment 33: Current Site Plan, which shows the various buildings of the project and identifies which buildings are to be rehabilitated, demolished, or disposed of.
- Attachment 34: Photographs of Architecture in the Surrounding Community. Provide photographs in conjunction with Rating Factor XV(B)(4) (Design) on Page 69 of the NOFA.
- Attachment 35: Conceptual Site Plan, which indicates where proposed construction and rehabilitation activities will take place and any planned acquisition of adjacent property and/or buildings.
- Attachment 36: Conceptual Unit Floor Plans.
- Attachment 37: Conceptual Building Elevations.
- Attachment 38: Evaluation Commitment Letter(s). Review Section XV(B)(5) on Page 70 of the NOFA and provide the requested commitment letter(s) that addresses the indicated evaluation areas.
- Attachment 39: HOPE VI Revitalization Applicant Certifications. These certifications must be signed by the Chairman of the Board of the PHA, NOT the Executive Director.